



Workshop in a Box Facilitator Guide Championing Diversity

Multicultural Inclusion Plan

Thank you for hosting a Workshop in a Box,

To make sure **Championing Diversity** is truly reflective of the aspirations of Northern Beaches multicultural community, Council is seeking your support to **capture and elevate the voices of all those who live in our community**, particularly those who might not have had an opportunity to have their say before.

These workshops will be one part of Council's community consultation process that will help us develop the Multicultural Inclusion Plan – Championing Diversity.

This Workshop in a Box has been designed to enable a small group of people to get together and talk. This can be a meeting or an informal gathering.

To find out more about the project and ways you can be involved visit Council's website <https://yoursay.northernbeaches.nsw.gov.au/multicultural-inclusion-plan>

If you have any questions about the Workshop in a Box process or the Multicultural Inclusion Plan, please contact:

Luca Chudleigh – Social Planner

Luca.chudleigh@northernbeaches.nsw.gov.au

1300 434 434

Quick Guide

Host a workshop in 6 easy steps

Step 1 – Identify an appropriate meeting or gathering and set aside 45 minutes to complete the workshop (more details on how to do this on page 3)

Step 2 – On the day of the workshop bring your 'Workshop in a Box guide and toolkit' with you and set up the space using the materials inside (more details on page 3)

Step 3 – Start the session by explaining what the purpose of this workshop is and use the "Roadmap" resource included in the box as the agenda for the session. Read out the effective participation guidelines and ensure everyone understands and agrees on how the group will operate. (Participation Guidelines page 5)

Step 4 – Introductions. Moving around the group give everyone the opportunity to introduce themselves. Ensure everyone has a turn at speaking and limit this to two minutes each.

Step 5 – Start with the activity labeled 1.

- a) Before you start, acknowledge that not everyone may want to share their answers to the workshop questions with the group. Let people know that they can write down their answers on the printed question sheet.
- b) Begin by reading out Question 1 and give everyone an opportunity to have a think about their response and write their answers down on the question card provided. Then, give everyone an opportunity to share their answer with the group. As people share their answers make sure you have someone taking notes on the question sheet.
- c) Read out Question 2 to the group and give everyone an opportunity to share their responses with the group. Like with Question 1, as people share their responses make sure you have someone taking notes on the question sheet. Repeat the process for the rest of the questions.

Step 6 – Wrap up. The group members make final contributions or comments. Host finalises recording responses on the question sheet and thanks people for their participation.

Make sure to send back the notes and responses from your session by either emailing: luca.chudleigh@northernbeaches.nsw.gov.au or contact us to organise collection or drop off of the completed workshop.

A note: The workshop box has enough materials for 10 people. If you need more, you can download additional resources online to print yourself or contact Luca to organise more hard copies.

Detailed Facilitation Guide

Organising the session - How to plan a Workshop in a Box

Hosting a Workshop in a Box is simple! Follow these steps to set up the ideal setting to host a Workshop in a Box with members of your community:

1. Decide when and where you want to host your workshop.
 - A workshop can be hosted at a meeting or session you have already got planned or you can set up a meeting just for the workshop. You could arrange to go to an existing group or activity e.g. playgroup, activity club or regular meeting.
 - Choose a space where you can comfortably hold a conversation with minimal interruptions.
 - The session will take about 45 minutes. If you have a larger group, it will take longer to get through all the questions.
2. Invite people to your session.
 - Invite between 6 and 8 people to participate in the workshop.
 - If the group has more people – that's okay! You will need to print out additional question sheets or have people write their answers on a blank piece of paper. We also recommend having people break into smaller groups to discuss their answers and then have one person share back what they discussed. If you would like any further assistance hosting a larger group, get in touch and we can help you.
3. When you invite people to the workshop direct them to the webpage <https://yoursay.northernbeaches.nsw.gov.au/multicultural-inclusion-plan>. This way they can read the background information about the project prior to the workshop.
 - Some people might also like to know what questions will be asked before the session, they can find the online version of the Workshop in a Box on the website.

Before the workshop – preparing to be the host

As the host you have a very important role and there's a few things you can do to make sure your session runs smoothly. Please read and understand the instructions so that you can answer questions and help other participants as you go. Your main role is to create a space that allows people to participate in constructive discussion.

Materials

This workshop doesn't require many materials, and most are included in the Workshop in a Box Toolkit provided to you.

- Your Workshop in a Box toolkit includes:
 - This guide
 - Printed question sheet
 - Additional hard copies of the questions for people to refer to or write down any comments or questions they have

- Printed copy of Roadmap to Championing Diversity
 - Writing utensils
- You might like to provide drinks or snacks for participants during the workshop, but this is not necessary.

Running the workshop effectively

In the next section ('Allowing everyone to contribute'), you'll find the workshop guidelines. Read the guidelines aloud and confirm that everyone understands them. Then go around the table and get people to indicate that they agree to follow them for the course of the discussion (the next 30 to 45 minutes). This formality is necessary to protect and nurture the conversation that will follow.

Questions

As the host, it's also important to guide people through the agenda. You'll lead the group to each discussion topic and question, determine speaking order, and make sure everyone follows the effective participation guidelines, particularly avoiding people interrupting or speaking for too long.

Allowing everyone to contribute

The Workshop in a Box works best when people feel free to respectfully say what's on their minds without being judged. They need to know that there are no right or wrong things to say and that everyone's ideas are valuable. These guidelines are designed to create a framework for positive communication and understanding between a group of people while still talking about topics that may be challenging.

Effective participation guidelines

1. **Open mindedness:** listen to everyone and respect all points of view. Conversation isn't just talking. It's talking and listening. In a small group you'll be listening more than you will be talking. By focusing on listening, you also benefit from the variety of ideas around the table.
2. **Acceptance:** others may have a different point of view from you and by encouraging an atmosphere of acceptance people will be more likely to share their views.
3. **Curiosity:** seek to understand rather than to get people to agree with you.
4. **Discovery:** question assumptions, look for new insights. These workshops are designed to expose us to new ideas or possibly even see old ideas in a new way.
6. **Sincerity:** speak from your heart and personal experience. We want to hear what's important to you, not just your opinions or data you've collected. Relate your ideas or reports to your personal experience.
7. **Brevity:** go for honesty and depth but make sure everyone has a chance to speak. We recommend each person talks for 2-3 minutes per response if possible.
8. **Take turns:** everyone will have a chance to contribute, people will only speak when it is their turn and will listen to the person who is speaking.

Workshop in a Box – Facilitator Question Sheet

Write down notes from the discussion. It might be easiest to have someone help you note take.

Discover our strengths

1. What's the best experience you've had as part of the community?

Once you've read out the question, give participants an opportunity to write down their answers on their question cards. Then, give everyone an opportunity to share their answer with the group.

2. What's something that supports the inclusion of your community on the Northern Beaches?

This could be programs or services you use, events you go to or ways your connect with the community.

Dream a more inclusive future

3. Describe a future where multiculturalism is championed on the Northern Beaches

What does an inclusive Northern Beaches look like to you?

Design actions for change

4. What things would help you feel more included in community life?